

# **NEW JERSEY CIVIL SERVICE COMMISSION**

## **2010 LAW ENFORCEMENT EXAMINATION ADMINISTRATION GUIDE**

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## 2010 LAW ENFORCEMENT EXAMINATION ADMINISTRATION GUIDE

### *Introduction*

The New Jersey Civil Service Commission (CSC) has prepared this guide for candidates who will participate in the 2010 Law Enforcement Examination (LEE). The information in this booklet is designed to help candidates better understand the testing process. This guide offers a systematic method to assist candidates in preparing for the examination administration and explains what to expect post-examination. **The Law Enforcement Aptitude Battery (LEAB) Assessment Preparation Guide**, designed to assist test-takers in preparing/studying for the LEE, can be found at [www.state.nj.us/csc](http://www.state.nj.us/csc).

The 2010 LEE cycle consists of the following three title announcements:

Announcement 1 includes:	Municipal Police; Municipal Police Officer (Bilingual in Spanish/English); Municipal Police Officer (Bilingual in Korean/English); Municipal Police Officer (Multilingual in Spanish/Portuguese/English); Campus Police Officer Recruit; County Police Officer; Park Police Officer; Police Officer Recruit, Human Services; Police Officer, Palisades Interstate Park; Sheriff's Officer; Sheriff's Officer (Bilingual in Spanish/English); and State Park Police Officer Trainee
Announcement 2 includes:	Correction Officer Recruit; Correction Officer Recruit, Juvenile Justice; and County Correction Officer
Announcement 3 includes:	Parole Officer Recruit; Parole Officer Recruit (Bilingual Spanish/English); and Parole Officer Recruit, Juvenile Justice

You may have applied for any or all of these announcements. Please note that they are considered to be separate announcements. This means that a separate application and corresponding fee were needed for each announcement, if you applied to more than one. The closing dates were:

Title announcement 1 - August 31, 2010

Title announcement 2 - August 31, 2010

Title announcement 3 - July 31, 2010

You will be scheduled for one test session, regardless of how many of these announcements you applied for. Your passing test score will be applied to each resulting pool for which you submitted an application.

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The examination will be designed on the basis of information obtained from a job analysis of targeted law enforcement titles. The job analysis provides a description of the duties performed by incumbents and identifies the knowledge, skills, and abilities that are required to effectively perform each of these duties. We encourage candidates to review this guide and the **LEAB Assessment Preparation Guide** carefully. Candidates should take advantage of any and all opportunities to prepare for the examination.

### *Why do candidates have to take an examination?*

The selection process in New Jersey's Civil Service System is designed to provide all applicants with an equal opportunity to compete for a position. The examination will serve as one objective tool in this process. Test scores will be used to identify qualified candidates and to generate a ranked list of eligibles to be considered for appointment by each jurisdiction.

### *When and where will the examination be held?*

The **tentative** timeframe to administer the LEE is late fall 2010. You will be notified of your specific test date when examination notices are mailed two to three weeks prior to the test date. However, in the event there are difficulties scheduling the examination for any unforeseen reason, the examination date may change. Candidates may be scheduled to take the examination at various sites (north, central, and south) throughout the state. Once candidates are notified of their scheduled examination center, directions can be obtained by calling the New Jersey CSC Information Center at (609) 292-4144. Directions may also be found on the Internet at the New Jersey CSC's Home Page ([www.state.nj.us/csc](http://www.state.nj.us/csc)). Make sure to map out a travel route in advance of the examination date and plan to arrive at the examination center *early*, since no one will be admitted late. Candidates will not be allowed to refer to this guide or the LEAB Assessment Preparation Guide after they arrive at the examination center.

With the threat of high-tech cheating on the rise, possession of personal communication devices such as cell phones, BlackBerrys, pagers/beepers, photographic equipment, MP3 players, or other similar electronic communication devices is prohibited at test centers. Candidates, who are seen with these devices in the test center, **even if in the power-off mode**, will be disqualified and dismissed immediately. The device may also be confiscated to ensure that an attempt was not made to compromise the testing process. In addition, briefcases and other personal items should also be left outside of the test center. The CSC is not responsible for any personal items.

Upon completion of the testing process, candidates must leave the testing premises so that other candidates (still involved in the testing) will not be distracted by outside conversations. In some cases where the testing of multiple sessions is being conducted, you may be held, as a group, and released when the next group arrives. This is done in order to prevent interaction between those who have been tested and those who have not been tested.

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### *How is the examination developed?*

A job analysis was conducted to identify the knowledge and abilities that are necessary to perform the job of the targeted title. A job analysis is the process of critically examining job components in order to provide a functional description of a job. As a part of this job analysis, information is gathered about the job through interviews, surveys, and/or observations of on-the-job activities of incumbents (permanent employees). Based on this job analysis, several Knowledge areas, Skills, and/or Abilities (KSAs) were identified and rated as to their importance for job success. Examination questions will relate to those KSAs that were determined to be most critical.

### *What will the examination look like?*

Please refer to the LEAB Assessment Preparation Guide provided on the CSC website: [www.state.nj.us/csc](http://www.state.nj.us/csc).

### *How will the examination be scored?*

Please refer to the LEAB Assessment Preparation Guide provided on the CSC website: [www.state.nj.us/csc](http://www.state.nj.us/csc).

### *Are there preparation strategies for taking the examination?*

Please refer to the LEAB Assessment Preparation Guide provided on the CSC website: [www.state.nj.us/csc](http://www.state.nj.us/csc).

### *What will happen on the day of the examination?*

On the day the written examination is scheduled, plan to arrive at your designated testing site early. Due to the nature of the examination administration, **NO ONE WILL BE ADMITTED LATE.** You will be notified by mail of the time and place of the examination. Bring your notification card, two sharpened Number 2 pencils, and two forms of identification. One form of identification MUST include your photograph. Failure to do so may result in your being excluded from taking the examination. Valid forms of ID include: driver's license, passport, social security card, employee ID, county ID, bank-issued credit card with photo, and government-issued assistance ID (i.e., welfare). Forms of ID that are NOT accepted include: library card, shopping club card, and retail or department store issued credit card. If you are not certain that your ID is acceptable, call the CSC before your test date at (609) 292-4144 to find out what is or is not a valid form of ID.

Your notification card may not have an assigned room (a letter) for you to report to, however, your room assignment will be made at the test center, and staff there will direct you to a test room. Pay attention to any SPECIAL messages that might appear on your notification card.

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### *Can candidates request a make-up examination?*

According to the New Jersey Administrative Code 4A: 4-2.9 (c), make-up examinations for public safety open competitive and promotional examinations may be authorized for the following reasons:

- Death in the candidate's immediate family;
- Error by the Civil Service Commission or the appointing authority; or
- A catastrophic health condition or injury, [which shall require an extended convalescent period provided the candidate submits a doctor's certification containing a diagnosis and a statement clearly showing that the candidate's physical condition precluded his or her participation in the examination, as well as documentation from the candidate's employer noting the candidate's related leave from work];
- Military leave, which will be handled as stated in N.J.A.C. 4A:4-2.9(c);
- Exoneration from pending disciplinary or criminal charges will be handled as stated in N.J.A.C. 4A:4-2.9(d).

MAKE-UP REQUESTS MUST BE SUBMITTED, IN WRITING, WITHIN FIVE (5) DAYS FROM THE ORIGINAL TEST DATE. Requests, with supporting documentation, may be mailed to: NJCSC Make-Up Exam Unit, P.O. Box 310, Trenton, NJ 08625-0310.

**IMPORTANT:** All requests for **medical** make-up examinations must be accompanied by the Civil Service Commission's *Medical Authorization for Make-up Examination* (Public Safety or Engineering) form DPF-728, completed by the treating physician. The Medical Authorization for Make-up Examination form can be obtained through the Make-up Unit or from our website at [www.state.nj.us/csc/forms](http://www.state.nj.us/csc/forms).

### *What about security issues?*

All candidates will be required to sign a pledge form at the examination center stating that they will not discuss the content of the examination with any candidates, individuals, groups, or organizations whose interest in the test process, product, or material could conflict with the objectives of the CSC.

### *Will candidates get a chance to review their answers after the exam is held?*

To protect the security of this examination, there will be no post-exam review of any test material.

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### *If candidates have a complaint, how can they appeal?*

Each comment, suggestion, and appeal will be handled properly. The CSC needs to know right away about any complaints, so that a fair solution can be found BEFORE examination scores are released. If a problem occurs during the administration of the examination and causes a candidate to be placed in a position of disadvantage, an objection to the manner in which the examination was administered should be filed prior to leaving the examination center. Appropriate forms will be provided for that purpose on the day of the examination.

Candidates may file a content appeal if they believe the examination material is not appropriate for that title. Content appeals must be filed within five (5) days of the examination administration. On the day of the examination, candidates will be provided with details of the examination review/appeal policy.

If a candidate wishes to file an appeal, he/she should be as specific as possible. Appeals based solely on opinion or rumor will not be addressed. If a candidate disagrees with a question, he/she should give specific reasons or proof as to why he/she disagrees.

The CSC will not entertain any UNSUBSTANTIATED complaints regarding breaches of security. Investigation and action will be taken only on signed complaints which are fully documented, i.e., which include the names of individuals who discussed the materials, as well as any witnesses to the discussion, nature of the discussion, and the date and place where the discussion occurred.

### *Is there a charge for submitting an appeal?*

Effective July 1, 2010, a \$20.00 fee shall apply to appeals filed under the following statutory provisions and the corresponding rules:

N.J.S.A. 11A:4-1e, (appeals to adverse actions relating to the examination and appointment process, including but not limited to rejection of an application, failure of an examination, and removal from an eligible list); or

Persons receiving public assistance pursuant to P.L.1947, c.156 (C.44:8-107 et seq.), P.L.1973, c.256 (C.44:7-85 et seq.), or P.L.1997, c.38 (C.44:10-55 et seq.) and veterans as defined by N.J.S.A. 11A:5-1 et seq. are exempt from this appeals fee.

**Appeal fees must be paid by check or money order only, payable to NJ CSC.**

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### ***What happens if the examination is postponed?***

If circumstances force postponement of the examination or in the case of inclement weather, the CSC will notify local radio stations, as soon as that decision has been made. Please listen to local radio stations for examination postponement information. Candidates may also call the CSC directly at (609) 292-8668 and listen to the pre-recorded message to find out the status of the examination. If the examination is canceled, the first message will provide that information.

### ***Other Frequently Asked Questions (FAQs)***

#### **When will the current LEE pool expire?**

The pool resulting from the December 2007 LEE announcement will expire when the pool from the 2010 announcement becomes active.

#### **Will the candidates in the current LEE pool be able to carry over their scores to the next LEE announcement?**

No. Candidates who took the test for the prior LEE announcement cannot carry over their scores. If you want to be included in the new pool, you must first file a new application and then take the test when it is scheduled.

#### **Once scheduled, may I change my testing location?**

No. We make every effort to schedule candidates according to the preference indicated on their applications, however, because of the high-volume, we may not always be able to do so. When you file your application, it is very important that you indicate the county where you prefer to take the test. **If you leave that part of your application blank, you will automatically be scheduled for testing in Mercer County.**

#### **Where can I find more information about each of the titles covered by the LEE?**

To view a job specification for each title, go to CSC's website [www.state.nj.us.csc](http://www.state.nj.us.csc).

#### **What is my Applicant ID number?**

In accordance with N.J.S.A. 11A:4-1, all job applicants are requested to provide their Social Security Number (SSN) on applications to establish a unique means of identifying all of their records throughout the selection and appointment processes. Providing your SSN is voluntary. If you do not provide your SSN, another unique identification number will be assigned to you, and that number will appear on all subsequent records related to this exam.

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### **Is there a minimum and maximum hiring age?**

Candidates need to be at least 18 years of age on or before the Closing Date shown on the examination announcement. The only title in the Law Enforcement Series that has a maximum age is Municipal Police Officer. Applicants over age 35 as of the closing date of the examination are not eligible for Municipal Police Officer positions, with certain exceptions. (An applicant is considered to be over 35 the day after his/her 35th birthday.) By law, applicants may reduce their age by deducting the following: (1) the amount of their military service time that falls within the location and time limit criteria for New Jersey veterans' preference and/or (2) the amount of time previously served in certain law enforcement titles. To qualify for this provision, separation from prior service must have been for reasons other than removal for cause on charges of misconduct or delinquency.

### **How can I get veterans' preference?**

In order to be awarded veterans' preference, the appropriate documentation must be submitted and approved by the Department of Military and Veterans Affairs no later than 8 days prior to the issuance of an eligibility list.

Children of a deceased law enforcement officer, who was killed in the line of duty, receive preference in appointment second to that accorded to veterans pursuant to current law, but superseding that accorded to non-veterans. All duly qualified applicants whose natural or adoptive parent was killed in the lawful discharge of official duties while serving as a law enforcement officer in any law enforcement agency in the State at any time prior to the closing date for the filing of an application, provided that required documentation is submitted with the application by the closing date, shall be accorded this preference. This paragraph shall not, however, be applicable if the municipality has entered into a consent decree with the United States Department of Justice concerning the hiring practices of the municipality.

When a veteran and a non-veteran whose parent was killed in the lawful discharge of official duties while serving as a law enforcement officer in any law enforcement agency in the State are duly qualified applicants for a position, first preference shall be given to the veteran.

### **Do veterans get extra points?**

No extra points are given to veterans. However, eligibles with disabled veteran or veteran status are grouped at the top of the certification list by their veteran status and then by their final averages. Disabled veterans are placed above veterans who, in turn, are placed ahead of non-veterans.

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### **What is a certification?**

It is a list of names selected from the eligible pool that we provide to an Appointing Authority (AA) for a specific jurisdiction or agency to use for their hiring process. The certification lists candidates who pass the exam and ranks them based on their score in the following order: disabled veterans (ranked by score), veterans (ranked by score), and non-veterans (ranked by score). There is no hiring list or rank until a certification is requested by the Appointing Authority for a hiring agency and the certification list is issued by the CSC.

### **Who does the actual hiring?**

Each jurisdiction or agency has its own Appointing Authority for the selection process. CSC reviews the AA's documentation for each certification to ensure compliance with related rules and regulations. The CSC is not the Appointing Authority for entry-level law enforcement titles.

### **Does being certified mean I'll be interviewed and/or appointed?**

No. It means you MAY be interviewed and/or considered for appointment if you are reachable on the certification list.

### **What about tie scores?**

We don't break ties. Candidates who have the same final average and veterans' status have equal ranking on a certification. For example, if there are 20 people on the certification with the same final average and they're all non-veterans, they will be listed in alphabetical order by their last names, but they all have the same rank on that certification. If one of them is reachable for an appointment, all are reachable and the Appointing Authority may hire any one of them.

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### Once a certification is issued, how are people chosen for appointment?

The process is described below:

- A. The Appointing Authority conducts background investigations for eligible candidates who indicate interest in being appointed. These investigations may include reports from their criminal, employment, and driving records. The AA will usually disqualify anyone with negative reports. In accordance with NJAC 4A:4-6, any false statement of any material fact (including educational and employment record) or any deception or fraud in any part of the selection or appointment process will be grounds for disqualification and possible legal action.
- B. Not all eligibles who pass the background investigation are offered the currently available jobs. Disabled veterans and veterans have absolute preference and must be appointed first. Where there are no disabled veterans or veterans, the “rule of three” applies. This means that the AA may select any one of the first three non-veterans for each appointment they make.
- C. The AA will schedule medical and psychological examinations for those candidates who are selected.
- D. Candidates must pass both the medical and psychological examinations to be appointed.
- E. The AA will forward the completed certification with supporting documentation to CSC, where it will be reviewed for compliance to the rules and regulations.

The selection process often takes six months or more because it is so involved, so please be patient.

**Please Note:** A candidate who is disqualified for a negative background investigation and/or who fails a medical and/or psychological examination will be removed from the pool for all future certifications for any title.

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### **How do I notify CSC about a change in my name or mailing address? Does changing my address after the Closing Date affect my eligibility for appointment?**

You must immediately notify the CSC in writing if you change your name or mailing address or if it is listed incorrectly on a notice that you receive from us. To ensure that your records are updated correctly, please include the following in your request for change:

1. your name;
2. your social security number or, if you have been assigned a unique number for the examination process, include that number;
3. your new mailing address, including zip code;
4. where you actually live, if it is different from your mailing address;
5. your daytime telephone number;
6. your e-mail address (if you have one); and
7. the effective date of the change.

**Please note:** Since eligibility needs to be established as of the Closing Date of the announcement, your residency code cannot be changed after the Closing Date, even if you change your residence address or mailing address. If you change your residence to another jurisdiction after the closing date, you may not be eligible for appointment in your former or new jurisdiction. Please research with both jurisdictions to see how their residency requirements will affect you before you change your residence address or mailing address. You may mail or fax your request as follows:

Mail it to: NJCSC Information Center  
Division of Selection Services  
P. O. Box 310  
Trenton, NJ 08625-0310

Fax it to: (609) 984-1064

You may also submit the request electronically through our website at <https://info.csc.state.nj.us/mailer/ChangeAddress.aspx>.

For security reasons, changes cannot be made from telephone calls.

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### *Tips for test takers*

The test you will soon take is designed to assess job-related knowledge and abilities that have been deemed important for job success. Based on standards contained in the Federal Uniform Guidelines on Employee Selection, only those job-related knowledge, skill, or ability areas that are necessary upon entry to a job, are suitable for employment testing. In other words, if a subject area or ability can be learned on the job, it will not be represented on a test used to hire or promote job candidates. The CSC relies on the expertise of Subject Matter Experts (i.e., those with knowledge regarding the performance standards and requirements of the job) to make these determinations. For this reason, there may be some job areas not represented on this test.

In cases where generalized test questions are used, the important thing to remember is that the nature, context, or topic of the question isn't as important as the underlying knowledge or ability required to answer the question. For example, a group of test questions referencing a set of rules and regulations may be included on a test in order to assess a job candidate's ability to interpret and apply rules based on the circumstances presented within a given situation. In this example, the specific content of the rules or the agency from which the rules have been taken isn't necessarily important. In fact, the rules themselves may come from a fictitious organization. What is important is the candidate's ability to consider all the information presented, and through the proper analysis of this information, select the best answer to each question.

Below are a few test-taking strategies that may help you successfully complete your examination:

- Listen to the instructions provided by the test monitor. Ask questions if you're not sure what is being said.
- Make sure you know how much time you have to complete the exam and check your time periodically to keep track of the amount of time remaining. You will be responsible for tracking your own time. If you finish early, take some time to review your answer sheet to ensure that you have answered all of the questions and that your bubbles are darkened completely.
- You will be permitted to write in your test booklet. As you proceed through the test, you may wish to circle key words or concepts that may be important in answering test questions. However, all answers **MUST** be marked on your answer sheet before time expires, in order for them to be scored.
- Read each question carefully to ensure you fully understand what is being asked, and then try to answer the question without looking at the options.
- Review each answer option carefully and select the one which best answers the question.

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- If you don't know the answer to a question, eliminate all options that are clearly wrong and place a mark next to the ones remaining. This will help you focus on the most viable options still to be considered.
- There is no penalty for guessing. So if you are still unsure of an answer, it's better to guess than to leave it blank.
- When you have completed the test, review your answer sheet to ensure each question has been answered and that all erasures are clean and thorough.

### ***What to expect post-exam***

- Your answer sheet will be scanned by an Optical Mark Reader (OMR) and scored. The number of questions you answered correctly will be calculated. This is your "Raw" score.
- Those who have established New Jersey Civil Service Veterans' Preference with the Department of Military and Veteran's Affairs, and achieve a passing score, will be placed at the top of the eligible list in rank order by test score.
- You will be sent a notification card indicating whether you achieved a passing score or not. If you passed the exam and your name is certified, you will also be given your rank on the eligible list along with the list issue and expiration dates. Please note, the rank you receive on one eligible list may be different from a rank on another eligible list (you could have a rank of 17 on a municipal police list and rank 217 on a county corrections list).
- The name and rank of those on an eligible list may NOT be viewed on the CSC's website.
- When an Appointing Authority (hiring agency) is ready to hire or promote from an eligible list, they will request that the list be certified. They will be sent the names and addresses of the top scoring candidates. These candidates will also be notified that their names have been certified to the Appointing Authority.
- Candidates who have been certified, must respond, in writing, to the Appointing Authority (within the timeframe stated on the notice) that they are interested in interviewing for a position. If candidates do not respond within this timeframe, they may be removed from the list and NOT considered for future appointments.
- Appointing Authorities may select from the top three eligible candidates or ranks. This is known as the "Rule of Three."

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- Once a certification has been exhausted or has expired, another certification may be issued as other job openings arise. Additional eligible candidates will appear on the new certification in rank order based on their scores. This process will continue until the entire eligible list is exhausted or eventually expires.

### ***Conclusion***

This guide attempts to familiarize candidates with aspects of the LEE administration. The suggestions provided here are not exhaustive – we encourage candidates to engage in whatever additional preparation strategies they believe will enhance their chances of performing effectively on the examination. Please refer to the **LEAB ASSESSMENT PREPARATION GUIDE** for information regarding specific study material (provided on the CSC's website: [www.state.nj.us/csc](http://www.state.nj.us/csc)).

**Best of Luck on the Exam!**